



**Minutes of a Meeting of the Full Governing Body of Castle School
held at 1830 on Monday 28th January 2019 at the school**

Present: Mary Langran (Chair – ML)
Chris Baker (Headteacher – CB)
John Bastable (JB)
Nick Brenton (NB)
Kate Dove (KD)
Jude Coad (JC)
Helen Dolling (HD) - arrived 19:00

Also in Attendance: Sally Hempson (School Business Manager - SH)
Laura Oxley (Camclerk – LO)
Peter Nelmes (Senior Leader – Specialist Support and Intervention - PN) – left at 19:05

The meeting was quorate throughout.

1	Welcome, introductions and apologies for absence
1.1	Apologies were received from Donna Lovett (DL) and Janice Frankham (JF) and were accepted. Katy Roberts (KR) was absent from the meeting.
1.2	The governors welcomed Peter Nelmes (PN).
2	Declarations of Interest regarding items on the agenda
2.1	None declared.
3	Presentation and discussion on interventions led by Peter Nelmes
3.1	PN gave a presentation on behaviour and interventions. PN asked the Governors what they would like to ask about in regards to behaviour and interventions. <i>Governors asked: what do behaviours are most commonly encountered and what methods are used to deal with these; are there any gaps between teaching and non-teaching staff, and if so, what are these gaps; is positive behaviour tracked as well as non-engagement?</i> PN explained that being on the same page as the child and working towards a joint understanding is important, as well as breaking things down into steps. Being able to achieve joint understanding can be

difficult in a special school and this is the most common problem faced in the school. Positive teaching can sometimes get knocked back to de-escalation and ultimately positive handling as a last resort. *A governor asked what positive handling means?* PN explained that it meant physical handling, but clarified that 95% is de-escalation before physical contact becomes necessary and there are lots of strategies in place to avoid getting to this point. These include: Engagement forms which measure positive engagement; and Incident forms to record negative incidents. There have been 728 forms since September this year, which is about average. Measuring positive engagement means that learning progress can be tracked. If pupils are engaging then it can be assumed that they are learning and this is recorded with a tick. Behaviour support plans are in place for individual pupils giving strategies and triggers. *A governor commented that behaviour support plans don't necessarily record a child's interests and positive play, including what the child loves doing.* PN said that if the curriculum is right, then there is not an issue with behaviour. A relevant curriculum is important, as behaviour is a form of communication of unmet need. The engagement data gathered at the school is unusual as not many schools do this. PN said his philosophy is that if you measure it, you can start to manage it. Tick charts give an objective view at a glance and a graph can be produced to show engagement. This can be shared with Social Workers to see whether incidents in young person's life has had an impact. This is useful when requesting funding as it is more objective. *A governor asked whether the school is being successful in funding requests.* CB confirms that this seems to be the case. *A governor asked whether PN thought behaviours were increasing.* PN responded that he did not think they were increasing but he did think that staff are getting better at coping with behaviours, and the greater capacity you have for coping with behaviours, the more the children will bring them to you. Behaviour in school is much better than five years ago. *A governor asked whether this data could be used to see which teachers are having the most positive impact and where support is needed.* CB responded that every class has a different cohort of pupils. There are two or three classes that are the most challenging and there will be more incident reports due to the behaviour of pupils. *A governor asked whether the data is used to help with targeting staff training.* CB said that he is aware of those staff who are better at managing behaviour and those who aren't, and appropriate support and training is offered. PN showed that the data can be sorted from most engaged to least engaged pupils and explained that incidents are multi factorial. *A governor asked what extra support teachers are receiving for difficult classes.* PN replied that in general negative behaviour happens in primary because of transitions, whereas in secondary it tends to be because of relationships and trying to make friends. *A governor commented that the cohort of pupils can have a significant impact on behaviour.* CB said that the school does try changing classes of pupils who are having incidents to see if this has an impact. PN explained that there is a need to keep skilling staff as they have to respect pupil communication and new staff can sometimes need support to

3.2	<p>understand this <i>A governor commented that that is hard work.</i> CB said that Key Stage 3 is where there is generally a spike of negative behaviour within the school. PN said that it is difficult to predict when pupils will have more incidents, and these can be up and down. PN said that he has just done a course on 'tracking emotional regulation and communication'. The school hopes to have one system of assessment that covers the whole child: including learning, communication and behaviour. <i>A governor asked whether this data is available to all staff.</i> PN said that it is and that reports are produced for senior management on a regular basis. This also shows which pupils have improved their behaviour. The majority of pupils do well. <i>The governors thanked PN for his time.</i> PN left the meeting.</p> <p><i>A governor asked whether the research on behaviour and interventions is being shared more widely than within the school.</i> CB said that they are exploring options for this and are working to network with local schools. Staff have been out to observe pupils and offer outreach at local schools. However, the LA have recently stopped funding the outreach work.</p>
4	<p>Behaviour Policy for discussion and formal approval</p> <p>4.1 <i>A governor asked about the reference to the Sustained Shared Thinking and Emotional Well-being (SSTEW) document and where this can be found.</i> CB said that this would be shared with governors. <i>A governor asked about the physical intervention policy and when this would be shared with governors.</i> CB confirmed that it would be shared at the next Full Governing Body (FGB) meeting. Action: CB to share physical intervention policy at next FGB meeting.</p> <p>4.2 The governors formally approved the policy.</p>
5	<p>Safeguarding and Child Protection training update led by Chris Baker</p> <p>5.1 CB gave a presentation on Safeguarding and Child Protection. He confirmed that more members of school staff are booked on to do their training in May so that they can join the safeguarding team. CB clarified that there is a separate policy for pupils who are over 18 as this is adult safeguarding. He explained that the school uses an electronic system called My Concern to record safeguarding concerns. <i>A governor asked whether the system tracks whether a concern has been followed up.</i> CB confirmed that it does and that the safeguarding team meet every Friday to discuss any follow up action that needs taking. ML said this system had been very useful at the Safeguarding team meetings. ML attended the training on My Concern but she does not have access to the system as it is confidential. The more schools that are using it, the more cross school information will be available to protect young people. It meets all the regulations, such as GDPR, and is backed up on two different sites. <i>A governor asked if there are many live concerns.</i> CB replied that there are only a small number of pupils</p>

	for whom concerns are raised regularly. <i>A governor asked whether all peripatetic teachers were made aware of the school's child protection policy.</i> CB confirmed that they are and that there is information up around the school too. <i>A governor commented that in the literature children with additional needs are often said to be at higher risk, so it is positive that there does not appear to be a high number of live cases in the school.</i> A discussion was had around the reasons why children with additional needs may be at higher risk.
6	Prevent training update led by Chris Baker
6.1	CB covered radicalisation and Prevent in his presentation on Safeguarding and Child Protection.
	<i>MINUTES</i>
7	Minutes of the Full Governing Body meeting held on 26th November 2018
7.1	The minutes were approved as a fair reflection of the meeting.
8	Matters arising from the minutes of the meeting held on 26th November 2018
8.1	<u>4.1 Cleaning Contract Update</u> SH said that the school is waiting for quotes to come in, and these need to be submitted by next Friday. <i>A governor asked whether there had been much interest.</i> SH said that there had been several expressions of interest so far. CB said that most have been from the local area. A meeting is due to be held on 12 Feb. The contract closes on 8 Feb. SH confirmed that everything was going to plan so far.
8.2	<u>4.3 Meeting with LA Update</u> ML and CB have had a meeting with the Local Authority (LA). CB said it was quite a positive meeting. ML said that one thing has already been acted on, which is the matter regarding parking. Someone has been round to look at the safety of the site. CB said that one person has been out to look at an extension to the staff room, as if more pupils are coming, then an extra classroom will be needed. The site is not secure at the moment, so a second person came to look at site safety. The school is not in keeping with rest of special schools in county on regards to site security. <i>A governor asked where the weaknesses are.</i> CB explained that at the moment a person can walk up and get into the reception and could be there with a group of pupils if pupils are getting ready to depart. Pupils could also get out of the door and would be off the premises without further checks. This is an unacceptable risk. <i>A governor asked if it has ever happened.</i> CB said that pupils have made it out of the door and have been picked up in the school grounds. ML said that there was an interesting discussion involving the growth of the school to match the LA plans. This included looking at things like

	<p>an assessment nursery and 16-25 provision. ML said discussion was had about whether this could be done here or on another site linked with the school. The LA need the school to take more pupils from 5-16 years age range. CB said that there has been a lack of proper planning over recent years. The school have been speaking with nurseries to see whether there are pupils who may be likely to come here, as well as trying to work with the LA so that plans can be made. The LA recognise that the system can be improved. The school is waiting to hear if the LA want them to increase their roll. CB said the school could go up to 195-200 maximum. ML said that the capacity of the building, the car park and the administration team need to be considered.</p> <p>There was also discussion reported around a potential residential provision. CB said that they were working on developing jobs skills and on helping pupils on their way to supported living. ML said that the LA may be looking for 16-25 provision to be off site, but would need to find a housing association to work with. This would release some money as there would be less children being sent out of county, which costs the LA a lot of money. More detail is needed as nothing is certain as of yet. CB said that there is a realistic chance that the school will be asked to take more pupils. <i>A governor commented that the government announced that £350 million was being allocated to special educational needs and asked whether the school would be receiving any of this.</i> CB replied that he is scheduled to meet with Johnathan Lewis in a few weeks, and this could be about funding.</p>
8.3	<p><u>6.3 Friends of Castle School Update</u> CB said that they have met again and have a focus on funding for the soft play room, to celebrate the memory of a pupil. They are also organising a summer BBQ for friends and family, which will be held on one of the last Fridays of the summer term. Governors will be invited to attend.</p>
8.4	<p><u>6.4 Meeting with Granta, Sam Pepys and the Local Authority</u> No date has been set for this meeting yet.</p>
8.5	<p><u>7.4 Health and Safety and First Aid Leads</u> CB said that there is nothing further to report at the moment. The Health and Safety Policy needs to be reviewed.</p>
8.6	<p><u>10.1 Headteacher's Performance Review Update</u> NB said that the appointed governors have done their work and it has been signed off by CB. There was a discussion around external advisers and SIP. The governing body thanked the nominated governors for all their work.</p>

	REPORTS
9	Headteacher Report – verbal update
9.1	CB said that admissions are still at 181, but there are more potential pupils who may join the school which would take the admissions total to 185. This would mean the school is full so there would need to be some consideration as to whether the school increases pupil places.
9.2	Communication training has been continuing and staff have continued working on assessment. The new system will include termly reports. Feedback from parents is currently being sought.
9.3	The School Development Plan is almost completed. CB will share this with governors at the next meeting.
9.4	For teaching staff, talent management is now completed and work has started with TAs, including observations and meetings to focus on performance. Two new teachers started at Christmas. One new teacher cannot start until Easter, so this post is being covered by a temporary member of staff. This is working well.
9.5	A creative week with a wonder and awe theme took place, and pupils took part in a range of different activities, including painting and sculpting. Pupils took part in a dance initiative with Granta school, St Faiths and Castle. The performance was on Tuesday, and the pupils came together well. Science and maths weeks are also coming up.
9.6	A number of teachers have been on training to look at measuring behaviour. Some teachers have also been on forest school training. The school is looking at increasing outdoor learning and considering whether a forest school area could be created in the school grounds. CB said that when the new bicycle storage is in place the current wooden shed could be used as a base.
10	Chair's Report – verbal update
10.1	ML said that she has had some correspondence from staff which has been passed to Chris to action. One member of staff has asked to reduce their time from September and this will be discussed at the F & P meeting for consideration.
10.2	ML has been involved in the cleaning working party, safeguarding meetings, and an intervention/behaviour meeting with JC and PN. ML is attending the governor briefing on Wednesday (30.1.19) and will present a report following this at the next meeting. There has been quite a lot of information sent from the Local Authority in regards to forward planning for next year, as well as for this year. Action: ML to present a report to the governors following her attendance at the governor briefing.

GOVERNING BODY PLANNING AND INVOLVEMENT	
11	Link Governor visits – planning
11.1	KD to conduct a visit and HD to liaise with CB about arranging a visit. Action: HD/CB to liaise to arrange visit and KD to conduct visit.
11.2	CB suggested that a governor may be interested in being the post-16 careers link governor. The governors will consider this. Action: Any volunteers to be the post-16 careers link governor to let CB/ML know of their interest.
11.3	<i>A governor asked whether a pro-forma of the link visit form could be added to the governor secure website area. ML said that this would be possible. A governor suggested that it would also be useful to have a list of the people who are linked to each area in the school with their contact details. ML suggested that this could be put into the governors' organisational papers area on the secure website area.</i>
POLICIES	
12	Policy Audit 2018 - 19
12.1	There are some dates that are incorrect and this needs to be updated. CB and SH will work on this in school. The aim is to get all policies up to date and online.
13	Attendance Policy 2019 for discussion and formal approval
13.1	CB commented that the new Education Welfare Officer is very effective. The school prefers to continue working with the families rather than prosecuting. <i>A governor commented that some families find it easier to take their child on holiday when it is quieter. It depends on their needs and social skills learning on holiday is also important.</i> CB said that term time holidays are very rare in this school.
13.2	The governors formally approved the policy.
14	Data Protection Policy for discussion and formal approval
14.1	<i>A governor highlighted that the policy makes reference to the Data Protection Bill, but this is inaccurate, as it should be the Data Protection Act.</i> CB confirmed that this reference will be removed.
14.2	The governors formally approved the policy.

<p>15</p> <p>15.1</p> <p>15.2</p>	<p>Intimate Care Policy 2019 for discussion and formal approval</p> <p>CB confirmed that each pupil will have an intimate care plan that will be shared with parents.</p> <p>The governors formally approved the policy.</p>
<p>16</p> <p>16.1</p> <p>16.2</p>	<p>Safeguarding Adults at Risk Policy and Guidance – for discussion and adoption</p> <p>CB said that this is a standard Local Authority policy.</p> <p>The governors formally approved the policy.</p>
<p>17</p> <p>17.1</p> <p>17.2</p>	<p>Sunken Trampoline Policy 2019</p> <p><i>A governor commented that it takes a lot of staff support to support the pupils on the sunken trampoline and asked whether it gets used a lot. CB confirmed that it does and that the pupils like it. A governor asked whether it has a roof over it. CB said that it does not but that there are two indoor trampolines available for use too. A governor asked that if the governing body needs to approve the policy for the sunken trampoline, do they also need to approve the policy for the swimming pool. A governor questioned whether the school needs this policy or whether it would be more appropriate to have an overall health and safety policy that says individual policies will be created for specific equipment. A discussion was had and it was agreed that the governors need to know that there is a policy in place and that it is regularly reviewed. CB said that the health and safety policy is in progress. The outdoor education risk assessment officer was on site last week. This was a good piece of work on the activities done and what the benefits are of doing them. Action: CB to share the health and safety policy with Governors at the next meeting.</i></p> <p>The governors formally approved the policy.</p>
<p>18</p> <p>18.1</p>	<p>Any other business</p> <p><u>Camclerk SLA</u></p> <p>Information about the Camclerk SLA has been circulated to governors. The cost for the summer term will be £690, including the F and P committee meeting (which is an extra £140).</p> <p><i>A governor asked whether the Camclerk can support with uploading documents to the website. LO confirmed that she can support with this.</i></p> <p>Action: ML to let LO know how she can support with this.</p>

19	Items for the next meeting:
19.1	<ul style="list-style-type: none">• School Improvement Plan• Consultation of New Ofsted Framework• Head and Chair's written reports
20	Date of next meeting: Monday 11th March 2019 at the school at 6.30pm
20.1	The meeting closed at 20:40